



Lorenzo Gigliotti
Executive Director

California Fire & Rescue Training Authority, Sacramento

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www.fireandrescuetraining.ca.gov

Governing Council

Fire Chief Kim Zagaris, Chairperson
Deputy Chief Lloyd Ogan
Director Matt Kelly

California Governor's Office of Emergency Services
Sacramento Fire Department
Sacramento Metropolitan Fire District

Position Announcement **Secretary**

APPLICATION DEADLINE

February 21, 2014, 5:00 PM

SECRETARY POSITION

Under the general direction and supervision of the California Fire & Rescue Training Authority (Authority) Business Manager, or his/her representative, the Secretary performs a wide variety of clerical, secretarial and administrative duties, screens and answers telephone calls and correspondence, performs other duties as required.

MINIMUM QUALIFICATIONS

Minimum 3 years of increasingly responsible experience in a busy office environment. The Secretary performs a wide variety of clerical, secretarial and administrative duties. Must be able to demonstrate a proficiency in the Microsoft Office Suite, some knowledge of accounting principles and practices, experience with Social Media websites and type at a corrected rate of 55 words per minute. Prior Fire Service, Urban Search & Rescue, or training coordination experience is highly desirable.

CONDITIONS OF EMPLOYMENT

Pre-employment physical including drug screen and background check.

SALARY AND BENEFITS

\$18 per hour to start. This position does not offer benefits. Some travel is required.

****AN ELIGIBILITY LIST WILL BE ESTABLISHED FOR FUTURE VACANCIES.****

FOR APPLICATION AND JOB DESCRIPTION, CONTACT:

CA Fire & Rescue Training Authority

9320 Tech Center Drive

Sacramento, CA 95826

Or visit the website at www.fireandrescuetraining.ca.gov.

Business Hours: Monday – Friday, 8 a.m.- 5:00 p.m.

Submit all applications in a sealed envelope, labeled "Secretary Recruitment".

For more information about this position, contact:

Lorenzo Gigliotti, Deputy Chief / Executive Director

Email: Lorenzo.gigliotti@calema.ca.gov

Phone: (916) 475-1663

IMPORTANT NOTICE TO ALL CANDIDATES FOR EMPLOYMENT

The Immigration Reform and Control Act of 1987, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.